



... creating a better quality of life

CITY OF MURFREESBORO

GENERAL CONTRACTOR INFORMATION

REQUIRED FOR COMMERCIAL BUILDING PERMITS

1. CONTRACTOR'S COMPLETE NAME, ADDRESS, TELEPHONE NUMBER, AND A CONTACT PERSON FOR THE PROJECT.
2. A COPY OF CURRENT STATE OF TENNESSEE CONTRACTOR'S LICENSE.
3. CERTIFICATE OF INSURANCE FOR WORKMAN'S COMPENSATION COVERAGE WITH THE CITY OF MURFREESBORO, BUILDING AND CODES DEPARTMENT AS THE CERTIFICATE HOLDER.
4. COST OF CONSTRUCTION.
5. RUTHERFORD COUNTY DEVELOPMENT TAX RECEIPT OR EXEMPTION: CONTACT RUTHERFORD COUNTY CODES (615 898-7734) AND EITHER PAY THE DEVELOPMENT TAX OR RECEIVE AN EXEMPTION PRIOR TO THE BUILDING PERMIT BEING ISSUED. THE CITY REQUIRES THE ORIGINAL RECEIPT FOR ANY DEVELOPMENT WITH LIVING SPACE . AN EXEMPTION FAXED BY THE TUTHERFORD COUNTY IS ACCEPTABLE FOR BUSINESS AND COMMERCIAL DEVELOPMENTS.
6. PERMITS FOR BUILDOUT CONSTRUCTION, REMODELS, AND RENOVATIONS MAY REQUIRE AN AGREEMENT NOT TO OCCUPY (ELECTRIC SERVICE ENTRANCE) AT THE TIME OF PERMITTING. A DEPOSIT AND SERVICE FEE IS REQUIRED. AN AGREEMENT NOT TO OCCUPY MUST BE SIGNED BY THE CONTRACTOR, BUSINESS/PROPERTY OWNER AND THE DEPOSITOR. SIGNATURES MUST BE WITNESSED.
7. CHECKS ARE MADE PAYABLE TO THE CITY OF MURFREESBORO, BUILDING & CODES DEPT., DO **NOT** MAIL CHECKS FOR BUILDING PERMITS TO THIS OFFICE. WHEN THE CONTRACTOR COMES INTO THE OFFICE TO SIGN AND PICK UP THE BUILDING PERMIT THE FEE(S) WILL BE COLLECTED.
8. THE CITY OF MURFREESBORO'S WEB SITE www.murfreesborotn.gov , CITY DEPARTMENTS, BUILDING AND CODES SECTION HAS HELPFUL INFORMATION ON THE PERMITTING PROCESS.
9. FOR ADDITIONAL INFORMATION OR ASSISTANCE PLEASE CONTACT SHARON QUALLS. **INFORMATION** MAY BE MAILED, E-MAILED OR FAXED TO CITY OF MURFREESBORO, BUILDING AND CODES DEPARTMENT. SEE ADDRESS BELOW; TELEPHONE (615) 893-3750. FAX (615) 217-3016 OR (615) 848-2670; E-MAIL squalls@murfreesborotn.gov PLEASE COPY E-MAIL TO kwilliams@murfreesborotn.gov .

SUBCONTRACTORS MUST HAVE THE NAME OF THE PROJECT, COMPLETE ADDRESS AND THE APPROPRIATE PERMIT NUMBER FOR THE PROJECT TO OBTAIN SUB-WORK PERMITS FOR PLUMBING, MECHANICAL, GAS AND ELECTRICAL WORK. SUB-PERMITS REQUIRE COST OF CONSTRUCTION AND MAY REQUIRE ADDITIONAL INFORMATION PLEASE HAVE SUBCONTRACTORS CONTACT THIS OFFICE FOR ASSISTANCE. APPLICATIONS ARE AVAILABLE UPON REQUEST.

Building & Codes Department

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www.murfreesborotn.gov